

**INDEX of INTERNAL POLICIES AND PROCEDURES**

(as of 3/2008)

**BLUE FONT= Existing policy and procedure; BLACK FONT = New or revised policy and procedure (after 2004);**

**PINK HIGHLIGHT -Currently in draft stage**

**YELLOW HIGHLIGHT= Rescinded, Adopted or Amended after 2007**

Account Code Structure for Income, Budget and Expenditures (10/80) (DRAFT Update to BMS for initial review 04/2006)
Advertising Sales (04/2005)
ADA Accommodations Policy/Guide top the ADA, Title 2 and 3 (DRAFT 2008)
Administration of Federal Aid Programs to NDOW (2002)
Air Operation Helicopter Support Truck Driver (11/89)
Air Operations Safety Procedures (10/93)
Aircraft Operations (08/81)
Aircraft, Personnel Safety Equipment in (10/93)
Aircraft, Use of Contract (10/93)
Attendance and Payroll Procedure - Non-Permanent Personnel (05/81)
Attendance and Payroll Procedure - Permanent Personnel (05/81)
Badge or Badge Number, Permanent Removal of (12/81) (DRAFT Update to LE for initial review 04/2006)
Black Bear Conflict Management (2007)
Catastrophic Leave Account (01/2007)
Change Account (05/2005)
Chemical Restraint of Wildlife (2004) (Superseded by Prescription Drug Policy 2008)
Citations, Issuance of (01/81)
Civil Penalty Policy and Procedure (01/92) REPEALED 05/2006 (replaced by Debt Collection and Write Offs)
Civil Rights - Non-Discrimination Policy (12/81) (repealed and replaced with the State of Nevada's Affirmative Action Plan 2007)
Commercial Driver's Licensing (11/91 - being revised 2006)
Commission and Committee Support (01/2006)
Complaints Against Division Personnel (03/01) (DRAFT Update, not out for review 04/2006)
Computer Access-Information Security Investigations (NEW in initial review by DAG 04/2006)
Computer Hardware and Software Acquisition and Replacement (01/2007)
Computer Use in the Workplace (01/2007) (being reviewed to assure compliance with SB 210, 2008)
Customer Communications (Being Drafted 2008)
Conference Room Scheduling and Use - Reno Office (12/2005)
Confidentiality of Certain Records and Correspondence (12/81) (being updated 2008)
Contract Agreement Preparation and Execution Procedure (07/81)
Contracting Policy and Procedure for Department Construction Projects (05/88)
Correspondence and Signature Authority Policy and Procedure (04/84)
Dangerous Duty Pay and Standby Pay (08/830)
Debt Collections and Write-Offs (5/2006)
Determining Demand/Success Deer Quotas (05/93)
Disposition of Game and Protected Species of Wildlife (12/81)
Duty Station Assignment and Moving Policy (08/82) (Superseded by Moving and Interview Expense Policy 2008)
Emergency/Evacuation (Being Drafted 2008)
Employee Exit Interview (09/2006)
Employee-Orientation (09/2006)
Employee-Recruitment and Selection (01/2007)
Employment Inquiries (05/01)
Engineering Services Request (08/83) REPEALED 5/2006
Equipment Operation Reporting Procedure (04/82) (To be superseded by Equipment Policy 2008)
Equipment Standards for Emergency Vehicles and Vessels (12/83)
Explosives, Policy and Procedure For the Safe Use, Transportation and Storage of (04/00)
Federal Aid, Administration of Programs to the Division of Wildlife (01/02)
Federal Assistance, In-Kind Matching and Cost Sharing (05/2006)
Federal Aid, Interlocal Contract Format Procedure for Projects Using Funding (02/91)
Field Responsibility for Enforcing State Law and Gathering Data (01/81)
Firearms: Authorization to Carry, Issuance, and Training (Rescinded March 11, 2008)
Firearms Use and Safety - Non-Sworn Employees (2007)
Force, Use of (07/97) (Rescinded March 13, 2008)
Grooming Standards (06/80- being revised into Appearance and Dress Code 8/2007)
Hazard Communication Program (06/91)
Host Fund (10/00) (in revision to Director for initial review)
Housing and Installations (09/2006)
Human-Wildlife Conflicts (02/04) (Being amended by Regional Supervisor Team 2008)
Hunter Education-Duplicate Card (11/2005)
Hunter Education-Exceptions When Issuing New Cards (11/2005)
Hunter Safety Instructor Certification (01/82)
Hunter Safety Program Guidelines (01/82)
Indirect Costs Composition (Revised 5/2007)
Indoor Air Quality (12/2003)
Insurance (05/81)

**INDEX of NEVADA DEPARTMENT OF WILDLIFE POLICIES AND PROCEDURES**

COLOR KEY: BLUE FONT= Existing policy and procedure; BLACK FONT = New or revised policy and procedure (2005 or newer);

YELLOW HIGHLIGHT= Adopted or Amended in 2007

Internal Accounting and Administrative Controls (06/00)
Law Enforcement Responsibility for Personnel Other than Designated Game Wardens (09/91)
Leave Policy and Procedure (07/80)
Lobby Displays (3/07)
Maintenance, Upkeep and Safety Standards Policy (01/81)
Moving and Interview Expense Policy (2008) (supercedes the Duty Station Assignment and Moving Policy 1973)
Operating a Motorboat While Under the Influence of Intoxicating Liquor/Controlled Substance (OUI) - Enforcement (05/98)
Overtime/Compensatory Time (01/07)
Paycheck Distribution Procedure (12/80)
Personnel Records Center - Policy (01/81)
Petty Cash Account (05/2005)
Policy and Procedure Manual (01/2006)
Position Identification Number (07/81)
Prescription Drug Policy (2008)
Professional Ethics - Fish and Game Policy (12/75)
Public Records Policy (2008)
Public Requests for Information; Certification of Records; Sale of Publications; Document Searches; and Reproduction Policy (2005) (Superseded by Public Records Policy (2008)
Public Visitation - Department Fish Cultural Installations (08/90)
Purchasing Policy and Procedure (Amended 2007)
Radio Communications (04/93) (Revised draft 2006)
Raptors, Disposal of (06/80)
Real Property Disposal Policy (07/80)
Scientific Collection Permits (01/81)
Seizure of Wildlife or Equipment - Sale of Seized Equipment (01/81)
Shooting Investigation (06/87) REPEALED 05/2006
Special Licenses and Permits (05/92)
Telephone Use (05/2006)
Training in Law Enforcement for Wardens (09/81)
Travel and Per Diem (Amended 2007)
Uniforms (2/2007)
Use of Force (1997)
Vehicle Use and Residential Storage, Department (01/92) (To be superseded by Equipment Policy 2008)
Vehicles - Non-Division Riders and Use of Division Vehicles (10/99)(To be superseded by Equipment Policy 2008)
Warrants (03/81)
Water Right Application Investigation Procedure (02/74)
Wellness - Physical Fitness Program (02/87)
Wildlife Depredation (09/87)
Wildlife Violations, Documenting and Reporting (01/02)
Workplace Health and Safety Manual (1/2007)
Work Program Revisions and Augmentations (12/85)
Workplace Violence (12/03)